



U.S. ENVIRONMENTAL PROTECTION AGENCY
DELEGATED EXAMINING
VACANCY ANNOUNCEMENT



PROGRAM ANALYST
GS-0343-12/13

OPENING: 07/14/00
CLOSING: 08/04/00

ANNOUNCEMENT#: LV-DE30-00
ANNUAL SALARY: \$51,204 - \$79,155
PROMOTION POTENTIAL: GS-13

LOCATION: Office of Water, American Indian Environmental Office, Washington, D.C.

MOVING EXPENSES: Will not be paid.

AREA OF CONSIDERATION: Any U.S. citizen. (**NOTE:** The selection pool will be limited to CTAP/ICTAP eligibles and current U.S. EPA employees if CTAP/ICTAP applicants are found to be well qualified.)

MAJOR DUTIES:

- Analyzes management techniques, processes, and styles for improving organizational effectiveness. Analyzes multi-functional programs, functions, and organizations on a national scope to determine whether the management systems in current use efficiently accomplish objectives and whether they provide controls necessary for sound management.
- Formulates, presents, executes, and analyzes organizational budgets. Serves as office expert on budgeting and financial management issues and activities. Responsible for managing intramural fiscal budget and personnel requirements and controls expenditures. Determines resource requirements and recommends resource allocations based on priorities and needs.
- Develops procedures and systems for establishing, operating, and assessing the effectiveness of administrative controls systems and/or operating programs. Develops procedures and systems for the accomplishment, evaluation, and/or monitoring of audits, inspections, or internal control reviews.
- Analyzes and evaluates, on a quantitative basis, the effectiveness of the programs or operations in meeting established goals and objectives. Evaluates the program against short and long term objectives.
- 10% of work time will be spent performing contract management duties.

CONDITIONS OF EMPLOYMENT:

- The person selected for this position must complete a Confidential Financial Disclosure Report prior to appointment.
- All males born in 1960 or later (who are selected for appointment) must certify that they have met registration requirements under the Selective Service Law prior to appointment.

REQUIRED QUALIFICATIONS: You must meet all of the required qualifications listed below:

For GS-12

At least one year of specialized experience comparable in difficulty and responsibility to the GS-11 level in the federal government (by the closing date of the announcement). Specialized experience is that which has equipped the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Experience executing and analyzing organizational budgets.
- Experience developing procedures for operating, and assessing the effectiveness of administrative control systems.
- Experience assisting in the evaluation of a program against short and long term objectives.

For GS-13

At least one year of specialized experience comparable in difficulty and responsibility to the GS-12 level in the federal government (by the closing date of the announcement). Specialized experience is that which has equipped the applicant with particular experience to successfully perform the duties of the position. Examples of specialized experience are:

- Experience formulating, presenting, executing, and analyzing organizational budgets.
- Experience developing procedures and systems for establishing, operating, and assessing the effectiveness of administrative control systems.
- Experience evaluating a program against short and long term objectives.

B. MANDATORY FACTORS: You must respond to the following mandatory factor on a separate sheet of paper. IF YOU DO NOT RESPOND ON A SEPARATE SHEET OF PAPER, YOU WILL HAVE AN INCOMPLETE APPLICATION AND YOUR APPLICATION WILL NOT BE CONSIDERED. Please respond to each mandatory factor separately (see Directions for Responding to Mandatory and Ranking Factors).

1. Knowledge of funding programs designed to develop, implement, and manage tribal environmental programs, that are available to federally recognized tribes.

RANKING FACTORS: If you meet the required qualifications, you will be rated against the ranking factors listed below. As a part of your application package, you must attach a separate sheet relating your qualifications to each ranking factor. You will be assigned a score between 70 and 100 based on your qualifications relative to these factors. IF YOU DO NOT RESPOND ON A SEPARATE SHEET OF PAPER TO THE RANKING FACTORS, YOU WILL RECEIVE A RATING OF 70. Please respond to each ranking factor separately (see Directions for Responding to Mandatory and Ranking Factors).

- 1) Ability to integrate organizational activities into the overall mission of a program.
- 2) Ability to analyze organizational budgets.
- 3) Ability to adjust program budget to changing priorities.
- 4) Ability to analyze and report the progress of an administrative program.
- 5) Ability to analyze the effectiveness of programs or operations in meeting goals and objectives.

DIRECTIONS FOR RESPONDING TO MANDATORY AND RANKING FACTORS: For each mandatory or ranking factor listed above, provide specific, clear, and concise examples which show depth of knowledge, level of skill, or degree of ability. You may refer to paid or volunteer work, education or training, hobbies, or any applicable experience. Please follow the format below for each mandatory and ranking factor:

Mandatory or Ranking Factor:

- a. Example - What you did and when
 - b. Outcome - What you accomplished or gained from the experience
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HOW TO APPLY: You must submit a complete package as listed below or your application will not be considered for this position:

1. Your resume, the Optional Application for Federal Employment (OF-612), or any other written format (the obsolete Application for Federal Employment (SF-171) may be used in lieu of the OF-612 or a resume). Your resume or application must contain the following:
 - Announcement number, title and grade(s) of this position (A separate application package is required if you are also applying under the Merit Promotion announcement).
 - Your full name, mailing address, day and evening phone number
 - Country of citizenship
 - Social Security Number
 - Veterans' preference (if claiming 5-point veterans' preference, attach a copy 4 of your DD Form 214. If claiming 10-point veterans' preference, also complete and attach a copy of Standard Form 15, Application for 10-point Veterans' Preference, plus the proof required by that form). If you do not include these documents as part of your application package, you cannot receive veteran's preference.
 - Work experience (include job title, duties, employer's name and address, starting and ending dates, salary,

- and hours worked per week. Also indicate if we may contact your current supervisor).
- Education (include high school, colleges or universities, majors, type and year of any degrees, and a copy of all college transcript(s), or a complete list of college courses that includes grades, and semester/quarter hours earned). Applicants with degrees from foreign educational institutions must also include an education evaluation letter. If we cannot determine that you meet the required course work, you will be determined ineligible for this position.
2. Written response to each Mandatory Factor listed under Required Qualifications.
 3. Written response to each Ranking Factor.
 4. Displaced employees must provide all required proof of eligibility (see Special Notice section for requirements).

NOTE: Please do not include any additional documents not required in the Special Notice or How to Apply sections.

SEND YOUR APPLICATION PACKAGE TO:

MAILING ADDRESS

U.S. EPA
Human Resources Staff: Team Vegas
P.O. Box 98516
Las Vegas, NV 89193-8516

EXPRESS MAIL ADDRESS

U.S. EPA
Human Resources Staff: Team Vegas
4220 S. Maryland Parkway
Building C, Room 503
Las Vegas, NV 89119

Phone number: (702) 798-2418
Hearing impaired applicants may call (702) 798-2421 TTY

In order to receive consideration, you must submit your application to the Las Vegas, NV address listed above. Receipt of applications in any office other than Las Vegas will not be considered.

Applications will be accepted if received in person in the Las Vegas Office listed above or postmarked by the closing date of this announcement. No extensions will be given. All applications sent via fax machine must be received in the Human Resources Office by the announcement closing date. NOTE: Applications received in U.S. postage paid envelopes will not be considered.

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences. U.S. citizenship is required.

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

SPECIAL NOTICE:

DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER EPA'S CAREER TRANSITION ASSISTANCE PROGRAM (CTAP) OR THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

Individuals who have special priority selection rights under EPA's Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they demonstrate experience equivalent to the acceptable level in the crediting plan on each of the knowledge and abilities listed above.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, documentation of promotion potential, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.